



Calmentor North Region Steering Committee Meeting

November Monthly Meeting Minutes

11/16/2016

9:00 AM to 10:00 AM

Phone Bridge: 866-702-1225 - when prompted enter code 9361783.

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|---------------------------|--|-------------------------|---------|
| Meeting called by: | Steering Committee | Type of meeting: | Monthly |
| Note taker: | Royce Fonseca and Jenna Matsumoto | | |
| Attendees: | Becky Rozumowicz, Blake Hinman , Dustin Brown, Mike Schaaf, Jenna Matsumoto, Kami Sran, Matthew Philip , Millard Totman, Ravi Narayanan, Rebecca Alexander , Royce Fonseca, Sandy Wong , Susan Fenrich , Mario Solis , Patti Preston , Damon Dorn | | |
| Please read: | Meeting Minutes | | |

----- Agenda Topics -----

Steering Committee:

Intro and Welcome

Becky

Discussion: Becky welcomed everyone to the meeting. Royce mentioned that she was notified by Becky Alexander that Matthew Philp has changed positions and a replacement has not been selected yet.

Conclusions:

Action items:

Person responsible:

Deadline:

Pairing/MOU Subcommittee:

Review Updates/MOU

Sandy/Becky

Discussion: Becky stated that the MOU between Area West and PB has been approved by the committee per the email vote. There were 6 votes = yes. The two firms have had two meetings since the pairing was approved.

Becky spoke about the confusion on the pairing process and she wanted to clear this up. She had previously sent out a pairing sheet to show who is and who isn't paired. The question is, is it the protégé's responsibility to pair themselves or should Calmentor assist in the process? Mike Recommended that Calmentor assist and he volunteered to help with this.

Mike also volunteered to speak at the next event to introduce the process of pairing.

Damon suggested that a questionnaire be sent out up front from the protégé to assist with the pairing process.

Becky will write up comments on the process and send it out to the group for comment and approval.

Conclusions:Action items:

Write up the pairing process and send to the committee
Assist in the pairing process
Send MOU Acceptance Letter

Person responsible:

Becky
Mike
Royce

Deadline:**Recruitment Subcommittee:**

Review Updates

Mike

Discussion: Nothing new to provide. Has tried to get in contact with others but people are pre-occupied with other tasks.

The feedback has been the same from those Mike has communicated with.

Becky said she asked if PB would take on another Protégé but no interest so far.

Conclusions:Action items:Person responsible:Deadline:

Outreach Subcommittee:**Linkedin Updates**

Blake

Discussion: None to provideConclusions:Action items:Person responsible:Deadline:**Annual Assessment Form Updates**

Becky

Discussion: None to provideConclusions:Action items:Person responsible:Deadline:**ACEC Updates**

Ravi

Discussion: Still set with the original date. Royce sent the email to request speaker options, but no response was received.

Becky will see what she can get together for the event. Ravi suggested having someone speak about the Measure E or other measures, however this is Central Region and not our area therefore would be a conflict. Damon said he would contact his supervisor and ask about their speakers for ACEC, he will get back to us. Dustin will contact GPA and ask about them.

Conclusions:Action items:Person responsible:Deadline:**Newsletter Updates**

Blake

Discussion: Outlined – ½ done, said he would have it to Royce by the end of the week to distribute.Conclusions:Action items:Person responsible:Deadline:

Send newsletter to Royce

Blake

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| <u>Special Events Subcommittee:</u> | | |
| Special Events Updates | | Becky |
| <u>Discussion:</u> No update at this time. | | |
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| <u>Conclusions:</u> | | |
| | | |
| Action items: | Person responsible: | Deadline: |
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| <u>Sponsor's Dinner</u> | | Becky/Dustin |
| <u>Discussion:</u> Dustin went over the event, sign ups and what to expect. Mike volunteered to guide the speed dating since Dustin is a participant. | | |
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| <u>Conclusions:</u> | | |
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| Action items: | Person responsible: | Deadline: |
| Assist with the speed dating event | Mike | |
| <u>2017 events</u> | | Becky |
| <u>Discussion:</u> | | |
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| <u>Conclusions:</u> | | |
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| Action items: | Person responsible: | Deadline: |
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| <u>Financial Statement:</u> | | Becky |
| <u>Discussion:</u> The revised balance will be sent to Royce per Becky. Due to the sponsors dinner cost, the balance is now \$350 less than the previous month. | | |
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| <u>Conclusions:</u> | | |
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| Action items: | Person responsible: | Deadline: |
| Send Royce the new balance | Becky | |

Caltrans Update:

Millard/Royce/Jenna

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Next Meeting – January 18th, 2016

Becky

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Other Information
